

# SECRETARY TO CLERK OF THE BOARD

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**DISTINGUISHING FEATURES OF THE CLASS:** The work for this position involves performing confidential, complex secretarial and administrative support tasks for the Clerk of the Board of Legislators including but not limited to the preparation, transcription, and distribution of all committee minutes. The incumbent will also perform similar secretarial and administrative support tasks for the County Administrator, County Attorney, and Chairman of the Board as needed. Typical duties involve a substantial amount of time in the operation of a personal computer. The duties of this position expose the employee to a significant volume of sensitive and confidential information. The work is carried out under the supervision of and in accordance with procedures set forth by the Clerk to the Board of Legislators. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Prepares and distributes meeting notices and agendas;  
Takes, transcribes, distributes, and files minutes of meetings;  
Composes and prepares correspondence from general instructions and/or hand written documents or recorded dictation;  
Proofreads original and typed material for spelling, grammar, punctuation, and completeness;  
Prepares and distributes Board resolutions and related correspondence as needed;  
Prepares and transmits formal correspondence to state and federal elected officials as directed;  
Prepares and transmits formal correspondence, notices, and press releases to the media;  
Prepares other informational and confidential documents;  
Copies various documents as needed;  
Establishes and maintains confidential and general office files and maintains computerized mailing lists for distributions;  
May assist with the preparation of the Journal of Proceedings;  
May assist with the preparation of the County Directory;  
May answer phone, take and deliver messages;  
May assist the Secretaries to other Department Heads as needed and may fill in for those secretaries in their absence.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of office practices and procedures; working knowledge of the operations and procedures of the Administrative offices and the Board of Legislators; ability to write well with a good knowledge of English including proper grammar and punctuation; ability to maintain confidentiality; ability to type at a reasonable speed; ability to understand and interpret written material; ability to work independently; skill in the use of all standard office machines, including word processing, spread sheets, etc.; good organizational ability and efficiency in carrying out duties; creativity in the design, formatting and organization of material for clarity and pleasing appearance; ability to control and handle difficult and demanding persons and situations effectively and in a professional manner; ability to carry out complex oral and written directions.

**SUGGESTED MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered two year college or business school with an Associate's degree in secretarial or data processing field and two years of paid, responsible clerical experience involving extensive use of modern word processing equipment and software; or
- (B) Graduation from high school or possession of a high school equivalency diploma and four years of experience as described in paragraph (A).

ADOPTED: 12/12/11

ALLEGANY COUNTY CIVIL SERVICE